

February 17, 2017

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
February 17, 2017

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 1:30 P.M. AT 160 N. LASALLE STREET, SUITE S-901, BILANDIC BUILDING, CHICAGO, IL AND 607 E. ADAMS STREET, SUITE 801, ILLINOIS BUILDING, SPRINGFIELD, IL BY INTERACTIVE VIDEO CONFERENCE

I. PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, Susan Moylan Krey, and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; Andrew Barris, Assistant Executive Director and Jane Ryan, Exemption Monitor; Roneta Taylor, Mike Quinlan, John Logsdon, Chris Nickols, Illinois Department of Central Management Services; Sam Cooper, Lori Tinsley, and Josue Barba, Illinois Department of Historic Preservation; Fred Flather and Scott Viniard, Illinois Department of Human Services; Chris Griffin and Tyler Clark, Illinois Department of Innovation and Technology; and Ron Rascia and Cole Garrett, Illinois Workers' Compensation Commission. Commissioner Anita Cummings was not present.

II. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JANUARY 20, 2017

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 4-0, TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JANUARY 20, 2017.

III. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

At this time, in accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Executive Director Daniel Stralka offered an opportunity for any person to address members of the Commission. Hearing no response, the meeting proceeded to the next agenda item.

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Department of Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	140.....	19
Agriculture.....	311.....	20
Arts Council.....	8.....	2
Capitol Development Board.....	42.....	0
Central Management Services.....	1,314.....	97
Children and Family Services.....	2,538.....	54
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	288.....	71
Commerce Commission.....	58.....	0
Corrections.....	11,619.....	109
Criminal Justice Authority.....	52.....	7
Deaf and Hard of Hearing Comm.....	5.....	1
Developmental Disabilities Council.....	8.....	1
Emergency Management Agency.....	69.....	8
Employment Security.....	1,063.....	31
Environmental Protection Agency.....	659.....	18
Financial & Professional Regulation.....	401.....	49
Gaming Board.....	167.....	6
Guardianship and Advocacy.....	93.....	8
Healthcare and Family Services.....	1,877.....	27
Historic Preservation Agency.....	129.....	17
Human Rights Commission.....	14.....	2
Human Rights Department.....	119.....	10
Human Services.....	12,738.....	81
Illinois Torture Inquiry Relief Commission.....	3.....	1
Independent Tax Tribunal.....	1.....	0
Innovation and Technology.....	30.....	14
Insurance.....	228.....	17
Investment Board.....	3.....	2
Juvenile Justice.....	1,018.....	28
Labor.....	78.....	12
Labor Relations Board Educational.....	8.....	3
Labor Relations Board State.....	14.....	2
Law Enforcement Training & Standards Bd.....	21.....	2
Lottery.....	141.....	8
Military Affairs.....	126.....	3
Natural Resources.....	1,034.....	32
Pollution Control Board.....	17.....	2
Prisoner Review Board.....	20.....	1
Property Tax Appeal Board.....	32.....	1
Public Health.....	1,065.....	42
Racing Board.....	2.....	1
Revenue.....	1,432.....	48
State Fire Marshal.....	114.....	12
State Police.....	974.....	10
State Police Merit Board.....	7.....	2
State Retirement Systems.....	102.....	3
Transportation.....	2,113.....	0
Veterans' Affairs.....	1,274.....	11
Workers' Compensation Commission.....	122.....	11
TOTALS.....	43,695.....	906

B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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C. Requests for 4d(3) Exemption

Exemption Monitor Jane Ryan reported the following:

- Item C is a request from the Workers' Compensation Commission for a Manager of the Insurance Compliance Outreach Program reporting to the Insurance Compliance Manager who reports to the Chairman. The position is responsible for directing, developing, and implementing a statewide comprehensive outreach program for the Insurance Compliance Division. Workers' Compensation Insurance impacts employers with thousands of employees down to small mom and pop shops to individuals hiring a nanny. Some employers are mandated to have coverage while others can voluntarily cover in order to limit liabilities. The outreach program is to ensure employers are provided resources to ensure compliance. This is consistent with other exemptions approved for outreach in other agencies. Therefore, Staff recommended approval of this exemption request.
- Item D is a request from Central Management Services (CMS) for an Assistant Deputy Director of the Illinois Office of Communication and Information. The agency requested a continuance and Staff recommended approval of the continuance.
- Item E1 is a request from the Department of Innovation and Technology (DoIT) for a Budget Director reporting to the Chief of Staff who reports to the Secretary. The Budget Director is internally focused on developing and preparing policies relating to creation of the annual budget, analyzing/monitoring expenditures, responding to legislative budgetary requests, and directing all activities relating to the department's budget. DoIT also has a Chief Fiscal Officer which was recently transferred from CMS/BCCS that is more externally focused on policy and oversight of the accounting functions, setting rate structure for the agencies served, contract management, etc. The portfolio involved with this department indicates this division of duties is consistent with other agencies of similar size and scope. Therefore, staff recommended approval of this exemption request.
- Item E2 is a request from the DoIT for a Communications Manager/Public Information Officer reporting to the Chief of Staff who reports to the Secretary. This position will be responsible for developing and implementing policy relating to media services and operations for DoIT. The position is similar to other agencies requiring media administrators. Staff recommended approval of this exemption request.
- Item F is a request from the Department of Human Services (DHS) for a Deputy Director of the Office of Community Relations (formerly Office of Communications) reporting to the Director of Community Relations which reports to the Secretary. This position will be charged with implementing the policies relating to the department's communications. DHS has 200 facilities throughout the state which results in media inquiries from every corner of the state and the department serves approximately 3.5 million customers. Previously, a CMS position handled a good portion of the media inquiries. As those CMS positions were recently rescinded, the Communications Director requires additional staff with policy

authority in order to sufficiently manage the operations of the office. Staff has had conversations with DHS regarding clarifying the position description and has been assured that modifications will be made to more specifically state duties demonstrating the principal implementing authority relating to the communications functions of the Office. Based upon those assurances, Staff recommended approval of this exemption request.

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 4-0 TO CONTINUE THE EXEMPTION REQUEST TO THE MARCH 2017 MEETING FOR THE FOLLOWING POSITION:

D: Assistant Deputy Director, Office of Communication & Information (CMS)

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0 TO GRANT THE EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS:

- C: Insurance Compliance Outreach Manager (WCC)**
- E1: Budget Director (DoIT)**
- E2: Communications Manager/Public Information Officer (DoIT)**
- F: Deputy Director, office of Community Relations (DHS)**

The following 4d(3) exemption request was continued to the March 2017 meeting:

D. Illinois Department of Central Management Services

Position Number	40070-37-80-300-00-01
Functional Title	Assistant Deputy Director, Illinois Office of Communication and Information
Incumbent	Vacant
Supervisor	Deputy Director, Illinois Office of Communication and Information who reports to the Chief Administrative Officer who reports to the Director
Location	Cook County

The following 4d(3) exemption requests were granted on February 17, 2017:

C. Illinois Workers' Compensation Commission

Position Number	40070-50-37-011-00-02
Functional Title	Insurance Compliance Outreach Manager
Incumbent	Vacant
Supervisor	Insurance Compliance Manager who reports to the Chairman
Location	Cook County

E1. Illinois Department of Innovation & Technology

Position Number	40070-28-11-100-00-01
Functional Title	Budget Director
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

E2. Illinois Department of Innovation & Technology

Position Number	40070-28-11-300-00-01
Functional Title	Communications Manager/Public Information Officer
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Secretary
Location	Sangamon County

F. Illinois Department of Human Services

Position Number	40070-10-18-200-00-01
Functional Title	Deputy Director, Office of Community Relations
Incumbent	Vacant
Supervisor	Director, Office of Community Relations who reports to the Secretary
Location	Cook County

G. Proposed Rescissions in accordance with Section 1.142(b) of the Rules of the Civil Service Commission

At the November 2016 meeting the seven proposed rescissions below were continued to the February 2017 meeting.

Item	Position Number	Agency	Functional Title
G1	40070-37-60-010-0701	CMS	Region 7 Property Manager
G2	40070-37-62-300-00-01	CMS	Property Manager, Transactions – Central and South
G3	40070-37-62-000-00-01	CMS	Property Management, Transactions & Property Administration
G4	40070-37-62-200-00-01	CMS	Property Management, Transactions, Chicago & North Regions
G5	40070-37-62-400-00-01	CMS	Property Management, Transactions & Property Admin, Real Property
G6	40070-37-00-020-00-01	CMS	Policy Advisor (Agency Services BCCS/BOPM)
G7	40070-37-41-100-00-01	CMS	BOSS, Chief Information Officer

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER FINCH, AND THE MOTION ADOPTED 4-0 TO CONTINUE THE PROPOSED RESCISSIONS TO THE MAY 2017 MEETING FOR THE FOLLOWING POSITIONS:

- G1. Region 7 Property Manager (CMS)**
- G2. Property Manager-Transactions-Central and South Regions (CMS)**
- G3. Property Management, Transactions & Property Administration (CMS)**
- G4. Property Management, Transactions-Chicago and North Regions (CMS)**
- G5. Property Management, Transactions and Property Administration Real Property (CMS)**
- G6. Policy Advisor-Agency Services BCCS/BOPM (CMS)**
- G7. BOSS, Chief Information Officer (CMS)**

V. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work.

The following class titles were submitted for abolishment, creation and revision by the Director of the Illinois Department of Central Management Services (CMS):

- Agricultural Marketing Generalist (abolish)**
- Agricultural Products Promoter (abolish)**
- Corrections Investigations Program Administrator (abolish)**
- Institutional Helper (abolish)**
- Musician (abolish)**
- Optometrist (abolish)**

- C. **Gaming Special Agent Trainee (revise)**
Gaming Special Agent (revise)
Gaming Senior Special Agent (revise)
- D. **Licensed Practical Nurse II (revise)**
- E. **Museum Theater Systems Technician (create)**
- F. **Police Training Specialist (revise)**
- G. **Veterans Nursing Assistant - Certified (revise)**
Licensed Practical Nurse I (revise)
Registered Nurse I (revise)
Registered Nurse II (revise)

Assistant Executive Director Barris spoke to Chris Nickols at CMS Technical Services about the proposed creation, revision and abolishment of the proposed classes. CMS Technical Services previously provided notice that the Commission would be receiving many revisions to classes as part of CMS Technical Services' initiative in bringing the position classification system up to date. For instance, Item F – the Police Training Specialist had not been revised since 1969, and the Items D and G had not been revised since 2004. Nickols explained the class study procedure in conjunction with collective bargaining in relation to why last month there were no proposed revisions as compared to this month when there were so many revisions. Nickols also explained why the Licensed Practical Nurse II, Item D, was submitted individually from those classes identified in Item G.

Nickols confirmed that none of the revisions would result in an increase in pay and all of the revisions were agreed to through collective bargaining. Barris inquired why the Gaming classes, Item C, needed to be revised when they were only created in 2010. Nickols explained that two pathways were needed to get qualified candidates with either gaming experience or previous police experience.

Barris indicated that there was concern that there were no promotional opportunities within the new class and Nickols confirmed that there were not promotional opportunities for the Museum Theater Systems Technician but also confirmed that the previous class from which the class was based (Electronics Technician) was also without promotional opportunities. Nickols explained the necessity of the specialized class as opposed to a revision of the Electronics Technician due to the unique nature of the work at the Abraham Lincoln Presidential Library and Museum and described the duties such as unique hours at the library during the day and special events at night and in addition to technical duties such as the hologram projections and other special effects.

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO APPROVE THE ABOLISHMENT, CREATION AND REVISION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE MARCH 1, 2017:

- B. Agricultural Marketing Generalist (abolish)**
Agricultural Products Promoter (abolish)
Corrections Investigations Program Administrator (abolish)
Institutional Helper (abolish)
Musician (abolish)
Optometrist (abolish)
- C. Gaming Special Agent Trainee (revise)**
Gaming Special Agent (revise)
Gaming Senior Special Agent (revise)
- D. Licensed Practical Nurse II (revise)**
- E. Museum Theater Systems Technician (create)**
- F. Police Training Specialist (revise)**
- G. Veterans Nursing Assistant - Certified (revise)**
Licensed Practical Nurse I (revise)
Registered Nurse I (revise)
Registered Nurse II (revise)

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VI. PERSONNEL RULES

A. Civil Service Commission Governing Rule – Section 1.310 Personnel Rules

The Commission has power to disapprove new rules or amendments to existing rules submitted by the Director of Central Management Services. Such proposed new rules or amendments of existing rules submitted to the Commission shall be accompanied by a report of proceedings attending the prior public hearing required by law with respect to them. If the Commission does not disapprove new rules or any amendment to existing rules within 30 days following the receipt from the Director of Central Management Services, the new rules or amendments have the force and effect of law after filing by the Director with the Secretary of State.

B. None submitted

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IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 4-0 TO DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT CONTAINED IN THIS AGENDA TO ALLOW ADEQUATE STUDY.

VII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-0 TO CLOSE A PORTION OF THE MEETING PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT.

SICKMEYER	YES	CUMMINGS	
FINCH	YES	KREY	YES
URLACHER	YES		

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VIII. RECONVENE THE OPEN MEETING

- II. Upon due and proper notice, the regular open meeting of the Illinois Civil Service Commission was reconvened at 160 N. LaSalle Street, Suite S-901, Chicago, IL and 607 E. Adams Street, Suite 801, Springfield, IL by interactive video conference at 2:20 p.m.

PRESENT

Chairman Timothy D. Sickmeyer; G.A. Finch, Susan Moylan Krey and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; Andrew Barris, Assistant Executive Director and Jane Ryan, Exemption Monitor. Commissioner Anita Cummings was not present.

IX. NON-MERIT APPOINTMENT REPORT

Set forth below is the number of consecutive non-merit appointments made by each agency as reported by Central Management Services:

Agency	12/31/16	1/31/17	1/31/16
Central Management Services	1	1	2
Children and Family Services	0	0	0
Emergency Management Agency	1	0	0
Employment Security	1	1	0
Financial and Professional Regulation	1	0	0
Gaming Board	1	1	0
Guardianship and Advocacy Comm.	2	1	0
Healthcare and Family Services	0	0	4
Human Services	4	6	11
Insurance	1	1	1
Juvenile Justice	0	0	1
Natural Resources	8	1	13
State Fire Marshal	1	0	0
State Retirement Systems	2	2	3
Transportation	1	0	5
Workers' Compensation Commission	1	1	3
Totals	25	15	43

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X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-16-17

Employee	Steve Hilgers	Appeal Date	9/14/16
Agency	Healthcare	Decision Date	2/03/17
Appeal Type	Discharge	Proposal for Decision	90-day suspension plus duration of suspension pending discharge
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY CHAIRMAN SICKMEYER, TO REVERSE THE PROPOSAL FOR DECISION AND UPHOLD THE DISCHARGE. BY A ROLL CALL VOTE OF 2-2 THE MOTION FAILED.

SICKMEYER	YES	CUMMINGS	
FINCH	YES	KREY	NO
URLACHER	NO		

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE OF 3-1 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE THAT THE CHARGES WERE PARTIALLY PROVEN AND WARRANT THE 90 DAY SUSPENSION PLUS THE SUSPENSION PENDING DISCHARGE OF THE RESPONDENT FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED FEBRUARY 3, 2017.

SICKMEYER	YES	CUMMINGS	
FINCH	NO	KREY	YES
URLACHER	YES		

DA-19-17

Employee	James L. Long	Appeal Date	10/12/16
Agency	Corrections	Decision Date	02/02/17
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE THAT THE PROVEN CHARGES WARRANT DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED FEBRUARY 2, 2017.

SICKMEYER	YES	CUMMINGS	
FINCH	YES	KREY	YES
URLACHER	YES		

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XI. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

DA-29-17

Employee	Meghan M. Keene	Appeal Date	1/09/17
Agency	Corrections	Decision Date	1/20/17
Appeal Type	Discharge	Proposal for Decision	Dismissed; withdrawn.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION.

SICKMEYER	YES	CUMMINGS	
FINCH	YES	KREY	YES
URLACHER	YES		

Chairman Timothy Sickmeyer authorized Executive Director Stralka to sign his name on the signature sheets for the appeals under discussion this month.

XII. STAFF REPORT

Executive Director Stralka reported that:

- Thanks to the efforts of Lori Sorenson, Monica Carranza and Wallace Dandridge at DoIT we have acquired the necessary hardware for conducting meetings going forward by interactive video conference. Staff will continue to work with them and make adjustments to streamline the process. After discussion, it was the consensus of the Commissioners to limit expanding the audio conferencing capabilities to others. Agency representatives are encouraged to appear in person at either the Commission’s Springfield or Chicago offices when attendance at Commission meetings is called for.
- He, the Chairman and Assistant Executive Director Barris met with the Director of CMS and others on his staff on February 8, 2017 to discuss matters of mutual interest. It is hoped that such meetings will occur on a more regular basis going forward.
- He briefly explained for Commissioners with expiring terms that they should continue to serve beyond their expiration date until notified otherwise. Assistant Executive Director Barris added that while the Personnel Code contains some language that would indicate they continue to serve indefinitely until a successor is appointed, subsequent legislation indicates their term expires 60 days after the expiration date regardless of whether a successor has been appointed or not.

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- The Governor's introduced fiscal year 2018 appropriation for the Commission appears to be adequate to meet the Commission's requirements.

Assistant Executive Director Barris explained that a database for Supplemental Statements of Economic Interest (SSEI) had been updated with the Commissioners' email addresses and they might be receiving an email and/or U.S. mail regarding the SSEI. Barris asked the Commissioners to contact him if they did not receive anything.

XIII. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held Friday, March 17, 2017 at 11:00 a.m.

XIV. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER FINCH, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 5-0 TO ADJOURN THE MEETING AT 2:35 P.M.